



## MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 8<sup>TH</sup> MARCH 2016 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

- 164/16 **PRESENT:** Cllrs Boswell, Cowin, Mannington, Newton, Reed, Robertson, Tippen and Turner were present. The Clerk, Community Warden and one member of the public were also in attendance.
- 165/16 **APOLOGIES FOR ABSENCE** Apologies were received from Cllrs Adam, Brown and Childs. PCSO Nicola Morris also gave her apologies.
- 166/16 (a) **DECLARATION OF INTEREST:** Cllr Boswell declared an interest in item 170/27(l) as neighbouring resident and declared a pecuniary interest in item 170/16(p) as Chairman of Marden in Bloom. Cllr Boswell would leave the meeting whilst this item is discussed.  
 (b) **COUNCILLORS REGISTER OF INTEREST:** There were no amendments to the registers of interest  
 (c) **GRANTING OF DISPENSATION:** There were no requests for dispensation.
- 167/16 **MINUTES OF THE PREVIOUS MEETING**  
 Minutes of the Parish Council Full Council Meeting on 9<sup>th</sup> February and the Extraordinary Full Council meeting on 1<sup>st</sup> March were agreed and signed as true records.
- 168/16 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** Member of the public did not wish to speak on any item.

The meeting to be adjourned for the following items:

### EXTERNAL REPORTS

Borough Councillors were not present however Cllrs wish to express their thanks to Borough Councillor Burton for his help at the Village Litter Pick.

County Councillor was not present.

Police: Not in attendance but details had been forwarded to the Clerk. There had been four crimes since the last meeting: 2 criminal damage; 1 vehicle interference and 1 burglary other than dwelling. There had been several reports of nuisance youths and motorbikes; a meeting had been held at Rookery Court regarding anti-social behaviour and crime prevention measures; continuing joint working with British Transport Police over youths causing issues at the train station; surgeries are being held at the station and regular meetings are held with residents and Golding Homes. Cllrs asked that the issue with 101 not being answered is raised at the next Police Forum meeting.

Community Warden: Receiving calls regarding anti-social behaviour regarding footballs being kicked into roads. Visited the location but youths had moved on. Several groups of youths are around the village at the moment and Community Warden is visiting groups and working evenings to ascertain who the youths are; has also visited pre-school and Rookery Court.

The meeting to be reconvened for the rest of the agenda.

19.44 Cllr Turner arrived at the meeting

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**169/16 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

Update from Full Council To Do List – Items still outstanding are covered in the remainder of the agenda.

South Eastern Franchise consultation – Response received from Stephen Gasche of Kent County Council stating that the full Department for Transport consultation will take place later this year.

**170/16 PARISH MATTERS**

- (a) Local Needs Housing – Application in Maidstone Road is currently with the Planning Inspectorate for an appeal decision
- (b) Business Forums  
MBF – It is understood the Business Directory was due to be printed and distributed shortly.  
NRBF – Breakfast meetings continue to be held.
- (c) Police Forum – The next meeting is 18<sup>th</sup> February 2016 – This meeting was cancelled and now waiting dates for next Forum – Geraldine Brown has asked whether any parish could take over the organising/minute taking if held at Maidstone Police Station
- (d) Communication
  - (i) Newsletter – response from Village Club regarding sponsorship – A request from the Village Club had been received in writing outlining the details of the sponsorship. After discussion Cllr Tippen proposed that a Newsletter Policy be written up before any decision is reached. It was agreed that the policy would be drafted by Cllr Tippen and circulated to Cllrs for review.
  - (ii) Website – continually updated.
- (e) Cemetery – Exclusive Right of Burial Certificates – two certificates were signed.
- (k) Parish Risk Assessments – annual review – details would be circulated to Cllrs for review and agreement at next meeting.
- (l) Premises Licence for Southons Field – The Clerk had received details from Maidstone Borough Council as to whether planning permission was required. This was not necessary and the form would be completed and sent to Sevenoaks District Council.
- (m) Quality Status – comments raised by Accreditation Panel:
  - (i) Public Opportunity to Speak at Meetings – It was agreed that the open session would be moved to the beginning of the meeting
  - (ii) Complaints Procedure – The number of days to respond would be amended to 5 days.
  - (iii) Risk Management Scheme – The item raised was regarding an electrician to install the Christmas trees. This would be reviewed.
  - (iv) Register of Assets – Items raised were amended however the Clerk holds two lists one containing the valuation of each item at time of purchase and the other list outlines the insurance value.
  - (v) Action Plan for Current Year – suggested that these be broken down into different sections. This was agreed and the Clerk would look to amending the document.
  - (vi) Training Budget suggested to increase budget and encourage more Cllrs/staff training – The budget for 2016/17 had been increased and the Clerk was asked to look into first aid training and editing/publishing.
- (n) MBC – Local Plan (Regulation 19) – This item was discussed at Planning Committee on 1<sup>st</sup> March. An Extraordinary Full Council meeting will be called on 15<sup>th</sup> March for finalising the Parish Council's response. Councillors were encouraged to view the document and make comment to the Clerk if not able to attend the meeting.
- (o) Local Government Boundary Commission – Full recommendations of the proposal were noted by Cllrs.
- (p) Marden In Bloom – a request for the use of Southons Field and insurance for picnic for HM's 90<sup>th</sup> birthday – 23<sup>rd</sup> April. Cllr Boswell explained what Marden in Bloom are proposing for the event which will be free to the public and asked if Marden Parish Council could consider running the event in conjunction with Marden in Bloom.

*Cllr Boswell left the meeting for the remainder of the discussion and decision.*

After discussion Cllrs agreed that this event could be run in conjunction with Marden Parish

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Council and therefore could use the Parish Council public liability insurance. The Clerk was asked to inform the Marden in Bloom Committee that no BBQs should be on the field.

- (q) MBC – Maidstone Parks and Open Spaces 10 Year Plan – report to Heritage, Culture and Leisure Committee The Clerk has contacted MBC for an update of The Cockpit Play Area and was waiting for a reply.
- (r) Resolution to incorporate Napoleon Drive Play Area and open space into the boundary of the Playing Field. Unfortunately the transfer had not been completed so would be deferred to the next meeting.
- (s) Report from HR Sub-Committee meeting held prior to Full Council – The Chairman reported to Cllr that the HR Sub-Committee had proposed a non-consolidated payment be made to the Clerk. This was agreed by all present.
- (t) Agreement of Committees/Sub-Committees – Following co-option last month Cllr Cowin would consider which Committees she wished to sit on for the rest of the term of office.
- (u) Election papers for May 2016 – Nomination papers had been received in the Parish Office for anyone who wishes to stand for election. The nomination period open on 22<sup>nd</sup> March and closes at 4pm on 7<sup>th</sup> April.

#### 171/16 **COMMITTEE REPORTS**

- (a) **Amenities Committee** – Minutes of the meeting held on 23<sup>rd</sup> February had previously been circulated to Cllrs
- (b) **Planning Committee** - Minutes of Planning Meetings held on 16<sup>th</sup> February and 1<sup>st</sup> March had been previously circulated.
- (c) **Other Conferences/Meetings attended:**
  - 10<sup>th</sup> February – MBC Planning Training Cllr Adam attended
  - 19<sup>th</sup> February – Rural Speeding Working Group Cllr Childs attended
  - 24<sup>th</sup> February – KALC Area Committee – Cllr Mannington attended and had circulated notes of the meeting.
  - 26<sup>th</sup> February – KALC Chairmanship Conference Cllr Tippen and the Clerk attended. Cllr Tippen gave a brief update of the day.
  - 1<sup>st</sup> March – Meeting with Rookery Court representatives and Kent Police Cllr Boswell and the Clerk attended. Cllr Boswell explained that crime prevention measures were being looked at and the Management Company were asking residents as to whether they are in agreement for CCTV fittings to be fixed to the external wall overlooking the play area.
  - 5<sup>th</sup> March – Village Litter Pick – Very successful event with over 70 volunteers turning up.
  - 8<sup>th</sup> March – SLCC Cemetery training - Assistant Clerk attended
  - 8<sup>th</sup> March – Memorial Hall AGM Cllrs Newton, Reed and the Clerk attended. No Chairman has been elected so the Committee will continue to elect a Chairman at each meeting. New tenants had moved into the flat.
- (d) **Conferences/Meetings for the coming months**
  - 16<sup>th</sup> March – Kent Design – Introduction to Building for Life 12 Cllr Turner due to attend
  - 13<sup>th</sup> April – Kent Highways: High Street Tree Cllrs Boswell and Reed to attend
  - 22<sup>nd</sup> April – Meeting at Children’s Centre Cllrs Boswell and Reed due to attend
  - 9<sup>th</sup> June – KALC Health and Safety Training The Clerk to attend

#### 172/16 **CORRESPONDENCE**

- (a) Kent Men of Trees – 2016 competition invite to enter this year’s competition. Cllrs agreed to enter and to pay the £10 subscription fee.
- (b) KALC – Parish News - noted
- (c) SLCC – Letter: Protecting Your Society’s Future – scan of letter attached – SLCC is proposing to split the organisation. Details noted.
- (d) NALC – Bulletin - several bulletins received and previously circulated to Cllrs – contents noted.
- (e) Marden Parish Magazine for information
- (f) Letter from residents re concerns over the future of Marden Post Office – rumours around the village is that the Post Office is to close. The Clerk had spoken to the Post Master and this is not the case. He will remain in post until another location is found or a manager is

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employed to run it.

**173/16 FINANCE**

(a) Balances as at 22<sup>nd</sup> February 2016

**Post Office £17,774.54: Santander Account £37,786.54**

**Nat West Account: £124,315.98**

(b) Payments for Approval (list available at meeting)

(c) Transfer of money to Santander Capital Account. An amount is due to be moved from Capital to Reserve following capital expenditure throughout the year. A total of £10,492.88 had been paid on capital expenditure from the Reserve Account and £17,500 had been paid in for the transfer of Napoleon Drive. The Cllrs approved the transfer of the balance of £7,007 and a cheque would be signed at the Planning meeting on 15<sup>th</sup> March.

(d) ACRK – Membership – The subscription for 2016/17 is now due at a cost of £50. Cllrs agreed to pay and a cheque was subsequently signed.

**174/16 HIGHWAYS AND PUBLIC TRANSPORT**

a) **Highways**

Highways Issues – Traffic Calming and other highways issues

**Other Highways Issues**

(b) **Public Transport**

Marden Station: The Clerk had reported the pot holes and faded white lines and was asked to provide photographs. This has been done and a response was awaited.

The Clerk was still waiting for a date to meet with Network Rail/South Eastern.

Improve Rail and Bus Services and Facilities

There being no further business the meeting closed at 9.30pm

Public Forum:

Station: Litter and other fly tipping on private land adjacent to down line.

Highways: reflectors missing between Milebush Lane and St Anne's Green Lane

Signed: ..... Date: 12<sup>th</sup> April 2016

Chairman, Marden Parish Council